

APPENDIX A

REFERENCES

Public Law 84-99, Flood Emergency Preparation: Expenditures, as amended.

Public Law 98-662,

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121 ET SEQ

Executive Order 12148, Federal Emergency Management (Assigns emergency preparedness functions to federal departments and agencies).

Executive Order 12656, as amended, Assignment of Emergency Preparedness Responsibilities

33CFR, U.S. Army Corps of Engineers

44CFR, Emergency Management and Assistance

Office Management and Budget Circular A-11

Federal Response Plan

DOD Directive 3025.1, Military Assistance to Civilian Authority

DOD Manual 3025.1-M, Military Assistance to Civilian Authority

AR 11-2, Management Control

AR 500-60, Disaster Relief

DFAS-IN 37-1, Finance and Accounting Policy Implementation

ER 5-1-11, Program and Project Management

ER 11-2-201, Civil Works Activities - Funding, Work Allowances and Reprogramming

ER 37-2-10, Accounting and Reporting, Civil Works Activities

ER 500-1-1, Natural Disaster Procedures

ER 500-1-28, Response Planning Guide (Emergency Employment)

ER 690-1-321, Staffing for Civilian Support to Emergency Operations

EP 37-1-4, Cost of Doing Business

ESF #3 Disaster Guidebook - Mission Guides

APPENDIX B

ACRONYMS

ALC	Agency Location Code
AR	Army Regulation
ATM	Automatic Teller Machine
CCS	Category Class Subclass
CEFMS	Corps of Engineers Financial Management System
CFR	Code of Federal Regulations
CIC	Command Indicator Code
COE	Corps of Engineers
CWIS	Civil Works Information System
DA	Department of the Army
DFD	Disaster Finance Division for FEMA in Berryville, VA
DFO	Disaster Field Office
DO	Departmental Overhead
DOD	Department of Defense
DOT	Department of Transportation
E&D	Engineering & Design
EFO	Emergency Field Office
EM	Emergency Manager
EOC	Emergency Operations Center
EP	Engineer Pamphlet
ER	Engineer Regulation
ERRO	Emergency Response Recovery Office
ESF	Emergency Support Function
F&A	Finance and Accounting Office
FAD	Funding Authorization Document
FCCE	Flood Control and Coastal Emergencies
FEMA	Federal Emergency Management Agency
FLSA	Fair Labor Standards Act
FM	Financial Management
FRP	Federal Response Plan
G&A	General and Administrative Overhead
GE	General Expense
HRO	Human Resources Office
IM	Information Management
JTR	Joint Travel Regulations

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LM	Logistics Management
M&IE	Miscellaneous and Incidental Expenses
MA	Mission Assignment
MFR	Memorandum for Record
MIPR	Military Interdepartmental Purchase Request (Government/Customer Order)
MR&T	Mississippi River and Tributaries
MRE	Meals-Ready-to-Eat
MSC	Major Subordinate Command
OPAC	On Line Payments and Collection
OPCON	Operational Control
OT	Overtime
PBAS	Programs Budget & Accounting System
PDA	Preliminary Damage Assessment
PDS	Permanent Duty Station
PIF	Personal Information Form
PL	Public Law
POC	Point of Contact
PR&C	Purchase Request and Commitment
PRT	Planning & Response Team
RFA	Request for Federal Assistance
RM	Resource Management
RMPRT	Resource Management Planning and Response Team
RO	Response Organization
ROC	Regional Operations Center
RSC	Readiness Support Center
SOP	Standard Operating Procedures
T&A	Time and Attendance
TDY	Temporary Duty
TO	Travel Order
UFC	U.S. Army Corps of Engineers Finance Center
UOC	Headquarters, U.S. Army Corps of Engineers Operations Center
USACE	U.S. Army Corps of Engineers

APPENDIX C

EMERGENCY RESPONSE MATERIAL

1. References:

DOD Manual 7000.14R, Vol. 8 - Civilian Pay Policy and Procedures
ER 11-1-320, Civil Works Emergency Management Activities
ER 37-2-10, Accounting and Reporting-Civil Works Activities
ESF #3 Team Leader Handbook
CECW-OE Memorandum, 18 April 1996, Subject: USACE Reimbursement of Military
Pay and Allowances for TTAD Tours
Joint Travel Regulation, Volumes I and II
Supported MSC/District SOPs for financial management
Timekeeper Manual
Federal Response Plan, Financial Management Annex

2. Forms, form software, or automated CEFMS forms:

DD Form 250, Receiving Report
DD Form 448, Military Interdepartmental Purchase Request (MIPR)
DD Form 448-2, MIPR Acceptance
DD Form 1351-2, Travel Voucher
DD Form 1610, Travel Order
DA Form 200, Transmittal Record
DA Form 3953, Purchase Request & Commitment
DA Form 5172-R, Request, Authorization, and Report of Overtime
ENG Form 3013, Work Order/Completion Report
ENG Form 4091, Employee Pay & Leave Record-Adjustment or Correction
ENG Form 4494, Labor Cost Distribution Sheet
SF 1034, Public Voucher for Purchases and Services Other than Personal
SF 1199A, Direct Deposit sign-up Form
Time & Attendance Sheets

3. Equipment:

Laptops, with related systems software for CEFMS (TCP/IP), MS Office Suite, forms
software (if not provided at home station)
Electronic signature card readers for PC's

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4. Miscellaneous:

Supported MSC/District office phone directory
HQUSACE and MSCs telephone directory (RM)
EM/RM Point of Contact Directory

5. Office Supplies for Initial Set-Up:

Stapler/staples
Ruler
Pens
Pencils
Erasers
High-lighters
Note paper
Ruled paper
Post-it notes
Accounting pads
Computer disks
Paper clips
Tape
Log book for transmittal control
Page dividers

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APPENDIX D**FORMAT FOR REQUESTING FUNDS
CLASS 200
EMERGENCY OPERATIONS**

FROM: _____(Division/District) DATE/TIME: _____

TO: CECW-UOC

SUBJECT: Request for Emergency Operations Class 200 Funds, CWIS #05480

1. Request funds for the activation and operation of the Emergency Operations Center (EOC) to include pre-positioning of disaster response teams
 2. A breakdown of estimated cost(s) is detailed below:
 - a. Event Name: _____
 - b. Type of Request: Initial or Increase (circle one)
 - c. Previous funds received \$ _____
 - d. EOC Activation (Direct Labor & Overtime) \$ _____
 - e. P. L. 84-99 Response Team (labor, TDY) \$ _____
 - f. Supplies & Equipment (itemize over \$1K) \$ _____
 - g. DTOS/LERT Support \$ _____
 - h. Other (explain) \$ _____
- Total Funds Required \$ _____

Chief, Emergency Management

*NOTE: Fill in the _____ areas

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APPENDIX E

**FORMAT FOR REQUESTING FUNDS
CLASS 310/CLASS 320/CLASS 330
REHABILITATION PROJECTS**

FROM: _____(DISTRICT)

TO: CECW-OE

SUBJECT: Request for Rehabilitation Project Funds, Class 310/320/330

CLASS: _____

CWIS # _____ (If this cannot be located or sustained, please indicate that HQ assign a new one.)

PROJECT COSTS ESTIMATE:*

Engineering & Design \$ _____
(When requesting E&D only, provide projected date of bid opening and estimated cost of contract)

Construction Contracts \$ _____

Contingency (request no more than 10% without justification) \$ _____

Supervision and Administration \$ _____

Total Amount Required \$ _____

E&D Received (-) \$ _____

Other Amounts Received (-) \$ _____

Total Funds Required \$ _____

 Chief, Emergency Management

*If cost shared, list only Federal share.

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APPENDIX F**FORMAT FOR REQUESTING FUNDS CLASS 350/CLASS 360
INITIAL/CONTINUING ELIGIBILITY INSPECTIONS**

FROM: _____(DISTRICT)

TO: CECW-OE

SUBJECT: Request for Initial/Continuing Eligibility Inspections Funds, Class 350/360

Request funds as follows:

a. Initial Eligibility Inspections (IEI): **CLASS 350** CWIS # _____

Not Applicable

b. Re-inspections **CLASS 360** CWIS # _____
(Continuing Eligibility Inspections (IEI)) (If bulk funds, request new.)(1) Number of Non-Federal Flood Control Works (FCW) active in the
Rehabilitation & Inspection Program (RIP). _____(2) Number of FCW CEIs to be conducted during FY _____
For which funds are being requested. _____

(3) Total funds required \$ _____

Chief, Emergency Management

*To be assigned by HQ by Fiscal Year

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APPENDIX G

FORMAT FOR REQUESTING FUNDS
CLASS 430 - EMERGENCY WATER SUPPLIES AND DROUGHT
ASSISTANCE FIELD INVESTIGATIONS
OR
CLASS 520 - ADVANCE MEASURES FIELD INVESTIGATION
AND REPORT PREPARATION COSTS

MEMORANDUM FOR MSC (or Regional) Commander, _____.
ATTN: (Emergency Management Branch/Division)

SUBJECT: Request Funds for Field Investigations, Emergency Water and Drought Assistance, Investigation and Report Preparation (or) Request Funds for Advance Measures Investigation and Report Preparation

1. (Outline event resulting in request for assistance. Note whether investigation resulted in an approved/disapproved project. Complete Appendix G and include as an enclosure to this memo). If appropriate, include CWIS number with this request.
2. Request signed by an appropriate state official is enclosed.
3. The costs for investigation and report preparation activities are \$_____. (Note: Further justification may be required).
4. Request an increase in work allowance and funds in the amount of \$_____ be made available under the appropriation 96X3125, Flood Control and Coastal Emergencies, Class 430 or 520.

FOR THE COMMANDER:

Enclosure

(Signature Block)

APPENDIX H

FORMAT FOR REQUESTING FUNDS
CLASS 610
INTERAGENCY HAZARD MITIGATION TEAM ACTIVITIES

FROM: _____ (DISTRICT)

TO: CECW-OE

SUBJECT: Request for Interagency Hazard Mitigation (Class 610) Funds, CWIS #84600

1. The Interagency Hazard Mitigation Team (IHMT) was activated in response to the Presidential Disaster Declaration, FEMA (provide number), resulting from (outline event). (Include number) counties in the State of _____ were declared disaster areas as the result of this event.

2. All field activities related to this event are complete and final deferred costs are \$ _____.
The break down is as follows:

- a. Personal Services:
 - Direct Labor Cost (include number of man-hours) \$ _____
 - Indirect Labor Cost \$ _____
- b. Travel and Transportation \$ _____
- c. Materials and Supplies \$ _____
- d. Overhead \$ _____

3. It is requested that an increase in work allowance be made available to provide reimbursement for said deferred costs.

Chief, Emergency Management

APPENDIX I

RESOURCE CODES WORK CATEGORY CODES (WCC) & WORK CATEGORY ELEMENTS (WCE) BREAKDOWN

RESOURCE CODE	OBJECT CLASS	DESCRIPTION
<i>PERSONNEL SERVICES AND BENEFITS --</i>		
ANNLEAVE	Resource code is automatically updated based on annual leave applied to REGLABOR.	1100
BENEFITS	Resource code is automatically updated with cost based on government contributions (i.e., retirement, insurance, etc.) rate applied to REGLABOR.	1210
BORLABOR	Resource code is automatically generated when REGLABOR costs are incurred for an employee assigned to an organization other than the "requesting" organization reflected on the labor authorization.	1110
BOROTLABOR	Resource code is automatically generated when overtime costs are incurred for an employee assigned to an organization other than the "requesting" organization reflected on the labor authorization.	1110
OTHLEAVE	Resource code is automatically updated with cost based on the other leave (i.e., sick, administrative, compensatory, home) rate applied to REGLABOR.	1110
OTLABOR	Personnel compensation above basic pay rate. Includes Sunday, holiday, night differential, hazard, and environmental rates that may be applied to REGLABOR.	1150
REGLABOR	Regular salaries, wages, and other payments that become part of an employee's basic pay rate. Includes Sunday, holiday, night differential, hazard, and environmental rates that may be applied to REGLABOR.	1110

TRAVEL AND TRANSPORTATION OF PERSONS AND THINGS –

GSEDANS	Charges for use of GSA leased sedan.	2100
GSTAWAGON	Charges for use of GSA leased station wagon.	2100
GTRUCK-GPXX	Charges for use of GSA leased truck. Resource code may include group number based on size/model of truck, i.e., 4x2, 4x4, etc.	2100
TRANSPER	Transportation cost (per diem & other expenses incidental to travel and temporary duty assignments) of government employees or others while in an authorized travel status.	2100
TRANTHNGS	Contractual costs for transportation of things (freight and express, trucking and other local transportation, and mail transportation). (Includes parcel post, UPS, and others.)	2200
<i>RENT –</i> RENT	Costs for possession and use of space, land, and structures leased from a non-Federal source.	2320

SLUC	Costs for possession and use of facility space leased from GSA	2310
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COMMUNICATIONS AND UTILITIES –

COMM	Communications costs for local telephone services (including teletype, fax, pagers, cellular phones, etc.)	2330
ITEQUIPEXP	Costs for purchase of hardware/computers, peripherals, office automation equipment, and telecommunications equipment costing less than the approved capital threshold for the appropriation funding the acquisition.	3100
ITEQUIPMAINT	Costs for operation and maintenance of information/technology hardware.	2570
OTHRENTAL	Costs for rental of post office boxes, postage meter and mailing machines, teletype and other equipment rentals.	2330
POSTALSVC	Costs for postage (excluding parcel post and express mail service for freight) and contractual mail (including express mail service for letters) or messenger service.	2330

PRINTING	Costs for printing and reproduction and the related composition and binding operations performed by the Government Printing Office, other agencies or other units of the same agency, and Commercial printers or photographers.	2400
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UTILITIES	Costs for heat, light, power, water, gas, electricity, and other utility services.	2330
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VISUALINFO	Distributive costs from visual information operations.	2530
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PRIVATE SECTOR CONTRACTUAL SERVICES –

OTHCONSVCS	Private sector contract costs not otherwise classified. (Does not include A/E service - AESVCS, construction service – CONSTSVCS, or advisory/assistance service – ADV&ASTSVC)	2520
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WKBOTHCOE	Funds issued to another Corps emergency management activity to do the work.	2530
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WKBOTHCOE	Funds issued to another Corps non-emergency management activity to do the work.	2530
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WKBOTHFED	Funds issued to another Federal, state, or local government to do the work.	2530
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SUPPLIES AND MATERIAL –

SUPMATRL	Costs for purchase of commodities that are normally expended within one year after they are put into use, i.e., office supplies, publications, fuel, building materials, parts, and cleaning supplies.	2600
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EQUIPMENT –

EQUIPMENT	Costs for property of a durable nature, i.e., transportation equipment, furniture and fixtures, tools and implements, instruments and apparatus, and machinery.	3100
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TABLE I-1

WCC & WCE BREAKDOWN			
WCC	DESCRIPTION	WCE	DESCRIPTION
021000	Response Operations	BBA00	EO-Response Operations
	<i>(Response to emergency event)</i>	BBE00	EO-Support From Others
022000	After Action Report	BBB00	EO-After Action Report
		BBE00	EO-Support From Others
023000	Post Flood Response	BBC00	EO-Post Flood Response
		BBE00	EO-Support From Others
024000	Operational Supplies and Equipment	BBA00	EO-Response Operations
		BBE00	EO-Support From Others
		BBF00	EO-Operational Support
025000	Support from Others	BBA00	EO-Response Operations

TABLE I-2

EXAMPLES FOR WCC/WCE BREAKDOWN	
WCC/WCE	DESCRIPTION
021000/BBA00	Labor PR&Cs and travel orders for supported MSC/District employees.
	In-house and contractual PR&Cs for purchases in direct support of an event (i.e., Water, Ice, Power, etc.).
021000/BBE00	Government Order from supported MSC/District to supporting MSC/District for pre-scripted mission, i.e., Water, Ice, Power, etc.
	Government Order from supported MSC/District to supporting MSC/District for labor and TDY support in response to an event.
	Labor PR&Cs and travel orders for supporting MSC/District employees providing assistance for an event.
022000/BBB00	Labor PR&Cs and travel orders for supported MSC/District employees working on an After Action Report.
	In-house and contractual PR&Cs for purchases in direct support of an After Action Report.
022000/BBE00	Government Order from supported MS/District to supporting MSC/District for assistance with an After Action Report.
	Labor PR&Cs and travel orders for supporting MSC/District employees providing assistance on an After Action Report.
023000/BBC00	Labor PR&Cs and travel orders for supported MSC/District employees working a Post Flood Response.
	In-house and contractual PR&Cs for purchases in direct support of a Post Flood Response.
023000/BBE00	Government Order from supported MSC/District to supporting MSC/District for assistance with a Post Flood Response. Labor PR&Cs and travel orders for supporting MSC/District employees providing assistance on a Post Flood Response.
024000/BBA00	PR&Cs to purchase supplies and equipment for supported MSC/District EOC in support of an event.
024000/BBE00	PR&Cs to purchase supplies and equipment for supporting MSC/District EOC in support of an event.
024000/BBF00	PR&Cs to purchase replenishment supplies and equipment for EOC during non-event time.
025000/BBA00	Government Order to other federal agencies in support of work under PL 84-99 only.

APPENDIX J

SAMPLE GOVERNMENT ORDER FOR EMERGENCY MANAGEMENT ACTIVITIES (P.L. 84-99)

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST

PAGE 001

FSC	CONTROL SYMBOL NO.	DATE PREPARED	MIPR/OBLIGATION/DELIVERY ORDER NUMBER	AMEND NO.
		02-JUL-2000	W24G8701840002	0
TO: USAED, JACKSONVILLE ATTN: SESAJ-CO-E P.O. BO 4970 JACKSONVILLE, FL 32232-4970		FROM: USAED, GREAT LAKES & OHIO RIVER ATTN: CELRD-RM-B P.O. BOX 1159 CINCINNATI, OH 45201-1159		

ITEMS ___ ARE ___ ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING ___ HAS ___ HAS NOT BEEN ACCOMPLISHED.

ITEM NO.	DESCRIPTION (Federal stock number, nomenclature, specification and/or drawing No., etc)	QTY	UNIT	UNIT	TOTAL PRICE
0001	FUNDS ARE PROVIDED FOR HURRICANE DENNIS EMERGENCY ASSISTANCE FROM 02JUL2000 THRU 01AUG2000. THIS INCLUDES ADMINISTRATIVE COSTS TO INCLUDE OVERTIME AND TRAVEL EXPENSES.	0	LS	.00	\$25,000.00
	ACCOUNTING CLASSIFICATION 96 NA 3125.0000 H0 X 08 2435 099993 2530 001T3R 210 96330 WORK CAT CODE: 021000 WORK CAT ELEM CODE: BBE00				
USE COMMAND INDICATOR CODE 99FEM WHEN CREATING THE WORK ITEM FOR THIS GOVERNMENT ORDER. FINAL BILLS WILL BE ISSUED WITHIN 60 DAYS OF COMPLETION OF TDY. RENTAL CAR IS NOT AUTHORIZED.					

Please have the accepting official sign below and electronically transmit to the FINANCIAL POC address. EXPIRATION DATE 30-SEP-2000

RA TECHNICAL POC:	ROBERT P BURNSIDE	CELRD-ET-CO	513-684-3095
RA FINANCIAL POC	TERRIE ROSARIO	CELRD-RM-B	513-684-3051
FINANCIAL POC ADDRESS:	RESOURCE MANAGEMENT 550 MAIN STREET P.O. BOX 1159 CINCINNATI, OH 45201-1159		

ACCEPTED REIMBURSABLE ORDER _____	DATE _____	TITLE _____	GRAND TOTAL
SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.			\$25,000.00

TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)	MAIL INVOICES TO (Payment will be made by) USAED, GREAT LAKES & OHIO RIVER ATTN: CELRD-RM P.O. BOX 1159 CINCINNATI, OH 45201-1159
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FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH ABOVE, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.	/S/ TERRIE G. ROSARIO BUDGET ANALYST 2-JUL-2000
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AUTHORIZING OFFICER HUGH J EVANS BUDGET OFFICER	SIGNATURE /S/ HUGH J EVANS	DATE 2-JUL-2000
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NOTE: ADMINISTRATIVE COSTS INCLUDES LABOR, THE EFFECTIVE RATE, PLUS G&A AND DOH COSTS. ENSURE THAT A STATEMENT IS INCLUDED ON GO WHEN RENTAL CAR IS AUTHORIZED.

APPENDIX K

FEDERAL EMERGENCY MANAGEMENT AGENCY REQUEST FOR FEDERAL ASSISTANCE (RFA)		See Reverse for Paperwork Burden Disclosure Notice	O.M.B. NO. 3067-0278 Expires February 29, 2004
I. TRACKING INFORMATION (FEMA Use Only)			
State:		Action Request #:	
Program Code/Event #:		Date/Time Rec'd:	
II. ASSISTANCE REQUESTED			<input type="checkbox"/> See Attached
Assistance Requested:			
Quantity:	Date/Time Required:	Internal Control #:	
Delivery Location:			
Initiator/Requestor Name:	24-hour Ph/Fax #s:	Date:	
POC Name:	24-hour Ph/Fax #s:	Date:	
* State Approving Official (Required for DFA and TA):			Date:
III. INITIAL FEDERAL COORDINATION (Operations Section)			
Action to:	<input type="checkbox"/> ESF #: <input type="checkbox"/> Other:	Date/Time:	Priority: <input type="checkbox"/> 1 Lifesaving
			<input type="checkbox"/> 2 Life sustaining <input type="checkbox"/> 3 High
			<input type="checkbox"/> 4 Medium <input type="checkbox"/> 5 Normal
IV. DESCRIPTION (Assigned Agency Action Officer)			<input type="checkbox"/> See Attached
Mission Statement:			
Assigned Agency:		Projected Start Date:	Projected End Date:
<input type="checkbox"/> New or	<input type="checkbox"/> Amendment to MA #:	Total Cost Estimate: \$	
Assigned Agency POC Name:		Phone and fax #s:	
V. COORDINATION (FEMA Use Only)			
Type of MA:	<input type="checkbox"/> Direct Federal Assistance State Cost Share (0%, 10%, 25%)	<input type="checkbox"/> Technical Assistance State Cost Share (0%)	<input type="checkbox"/> Federal Operations Support State Cost Share (0%)
State Cost Share Percent: %		State Cost Share Amount: \$	
Fund Citation: ____ - 06 - ____ - 9 ____ 4 - 250 ____ -D		Appropriation code: 58X0104	
Mission Assignment Coordinator (Preparer):			Date:
** FEMA Project Officer/Branch Chief (Program Approval):			Date:
** Comptroller/Funds Control (Funds Review):			Date:
VI. APPROVAL			
* State Approving Official (required for DFA and TA):			Date:
** Federal Approving Official (required for all):			Date:
VII. OBLIGATION (FEMA Use Only)			
Mission Assignment #:	Amt. This Action: \$	Date/Time Obligated:	
Amendment #:	Cumulative Amt. \$	Initials:	
*Signature required for Direct Federal Assistance and Technical Assistance RFAs. ** Signature required for all RFAs.			
FEMA Form 90-129, FEB, 01			

INSTRUCTIONS

Paperwork Burden Disclosure Notice

Public reporting burden for this is estimated to average 20 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the form. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to : Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472. NOTE: Do not send your completed form to this address.

Items on the Request for Federal Assistance (RFA) form that are not specifically listed are self-explanatory.

I. Tracking Information. COMPLETED BY ACTION TRACKER OR OTHER OPERATIONS STAFF. REQUIRED FOR ALL REQUESTS.

State: If multi-State, choose State most likely to receive resources, (i.e., when using 7220-SU Program Code).

Action Request #: Based on chronological log number. Used for tracking.

Program Code/Event #: The pre-declaration, emergency, or major disaster number assigned for funding the event. Examples: 7220-SU, 4220-AD, 3130-EM, 1248-DR.

II. ASSISTANCE REQUESTED. Completed by requestor.

Assistance Requested: Detail of resource shortfalls, give specific deliverables, or simply state the problem.

Internal Control #: Internal requestor reference, log, or control number, if applicable.


Initiator/Requestor: The initiator may be an individual filling out the RFA and making a request on behalf of the POC.

POC Name: The person coordinating reception and utilization of the requested resources. 24-hour contact information required.

State Approving Official: Signature certifies that State and local government cannot perform, nor contract for the performance, of the requested work.

III. INITIAL FEDERAL COORDINATION. Completed by the Operations Section Chief.

Action to: Operations Chief notes assigned organization. May be Emergency Support Function (ESF), internal FEMA organization, or other organization, which assigns the Action Officer.

 *Rest of RFA used only if solution to request requires Federal agency to perform reimbursable work under mission assignment (MA). Best solution may be internal resources or commercial vendor. Deliberate evaluation must occur before RFA is completed and MA is issued.*

IV. DESCRIPTION. Completed by assigned agency Action Officer.

Mission Statement: Description of steps to complete the request. Include discussion of personnel, sub-tasking agencies, contracts and other resources required. This can be provided as an attachment.

Assigned Agency: Agency receiving the MA from FEMA. Activities within the scope of an ESF result in an MA to the primary agency. Cite subordinate organization if applicable. Example: DOT-FAA, COE-SAD.

Project Completion Date/End Date: If end date is not clear, estimate and budget for 30 or 60 days, then re-evaluate. TBD is not acceptable; some date must be entered into this field.

Total Cost Estimate: A budget can be attached outlining personnel, contract, sub-tasking agency, travel, and other costs.

V. COORDINATION. Completed by MAC, except for Project Officer and Comptroller signatures.

Type of MA: Select only one.

Appropriation Code: Static data. Do not change. This is for information only, should not be used to report internal agency finances to Treasury.

VI. APPROVAL. Completed by State Approving Official and Federal Approving Official.

VII. OBLIGATION. Completed by Financial Specialist.

Mission Assignment #: Assigned in FEMA financial system chronologically using assigned agency acronym and two-digit number.

Amendment #: Note supplement number. For example: COE-SAD-01, Supp. 1, or DOT-08, Supp. 3.

Amount this Action: Taken from total cost estimate above.

Cumulative Amount: Cumulative amount for this MA, including all amendments.

Attachment #2

MISSION ASSIGNMENT TASK ORDER

TRACKING INFORMATION (FEMA USE ONLY)				
Mission Assignment #:		Entered By:		
Tasking #:	SU/EM/DR #:	Date/Time Entered:	<input type="checkbox"/> Originated as verbal	
A Requirements/Task Order Description				<input type="checkbox"/> See Attached
Description of Tasking under Existing Mission Assignment:				
NUMBER-	ISSUED TO-	DATED-		
Tasking Originator: (Name/Organization)		24-hour Phone # Fax #:		
Quantity:	Priority: <input type="checkbox"/> 2 Life sustaining <input type="checkbox"/> 1 Lifesaving <input type="checkbox"/> 3 High	<input type="checkbox"/> 4 Medium <input type="checkbox"/> 5 Normal	Date/Time Needed:	
Delivery Site Location and/or Instructions:				
State POC:		24-hour Phone/ fax #s		
Site POC:		24-hour Phone/ Fax #s:		
FEMA Project Officer:		24-hour Phone/ Fax #s:		
Action Officer:		24-hour Phone/ Fax #s:		
B. APPROVALS				
Project Officer for Existing Mission Assignment:		24-hour Phone # Fax #:	Date:	
C. DISPOSITION				
<input type="checkbox"/> Task Issued:	Date Issued:	Issued By:		

Instructions – Originator Complete Section A Only

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This form is used when a Mission Assignment (using a Request for Federal Assistance [RFA] form) is issued with a scope of work that will require specific follow-on taskings to effect execution. The tasking may originate at the State or by a federal entity responsible to determine such taskings. If the tasking is against a Mission Assignment that has a State cost share, a State Approving Official must concur and sign the form. This form will not be used to amend the scope of work or change funding levels of a Mission Assignment. A copy of this properly executed form must be attached to the authorizing Mission Assignment RFA. Task orders for each mission assignment will be numbered sequentially, starting with 001.

SAMPLE MEMORANDUM FOR RECORD FOR VERBAL FUNDING AUTHORITY

MFR

DATE

SUBJECT: FEMA Verbal Mission Assignment

1. On (date/time) verbal funding authority for the following mission assignment has been ordered by _____ at FEMA Region ____ for the U.S. Army Corps of Engineers.

Mission:

FEMA Program Code: _____ (For pre-declaration the program code will be 7220-SU, for post-declaration the code will be either 3XXX-EM or 1XXX-DR)

Mission Assignment Number: (i.e., COE-NWD-01)

Event and Name Description:

Disaster State (2 letter designation):

Estimated Completion Date:

Amount Authorized:

Total Amount Authorized for the Mission:

Federal Approving Official:

2. Funding for this mission assignment may be entered into the accounting system based upon a verbal authority. The source appropriation is 58X0104. This verbal mission assignment will be followed up by a Request for Federal Assistance (RFA) within 2-3 days.

Name
U.S. Army Corps of Engineers

APPENDIX M

SAMPLE GOVERNMENT ORDER FOR EMERGENCY MANAGEMENT ACTIVITIES (STAFFORD ACT) MILITARY INTERDEPARTMENTAL PURCHASE REQUEST PAGE 001

FSC	CONTROL SYMBOL NO.	DATE PREPARED	MIPR/OBLIGATION/DELIVERY ORDER NUMBER	AMEND NO.
		02-JUL-2000	W24G8701840001	0

TO:	USAED, JACKSONVILLE ATTN: SESAJ-CO-E P.O. BO 4970 JACKSONVILLE, FL 32232-4970	FROM:	USAED, GREAT LAKES & OHIO RIVER ATTN: CELRD-RM-B P.O. BOX 1159 CINCINNATI, OH 45201-1159
-----	--	-------	---

ITEMS___ ARE___ ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING ___ HAS ___ HAS NOT BEEN ACCOMPLISHED.

ITEM NO.	DESCRIPTION (Federal stock number, nomenclature, specification and/or drawing No., etc)	QTY	UNIT	UNIT	TOTAL PRICE
0001	FUNDS ARE PROVIDED IN RESPONSE TO FEMA-DR-1227-OH MISSION ASSIGNMENT NUMBER COE-LRD-01 TO PROVIDE SUPPORT TO FEMA REGION V ROC, ERT-A FROM 10JUL2000 THRU 09AUG2000. THIS INCLUDES ADMINISTRATIVE COSTS TO INCLUDE OVERTIME AND TRAVEL EXPENSES.	0	LS	.00	\$25,000.00
	ACCOUNTING CLASSIFICATION 96 NA 3125.0000 H0 X 08 2435 099993 2530 001T3P 210 96330 WORK CAT CODE: 025000 WORK CAT ELEM CODE: BBA00				

USE COMMAND INDICATOR CODE 99FEM WHEN CREATING THE WORK ITEM FOR THIS
GOVERNMENT ORDER. FINAL BILLS WILL BE ISSUED WITHIN 60 DAYS OF COMPLETION OF TDY.
RENTAL CAR IS NOT AUTHORIZED.

Please have the accepting official sign below and electronically transmit to the FINANCIAL POC address. EXPIRATION DATE 30-SEP-2000

RA TECHNICAL POC:	ROBERT P BURNSIDE	CELRD-ET-CO	513-684-3095
RA FINANCIAL POC	TERRIE ROSARIO	CELRD-RM-B	513-684-3051
FINANCIAL POC ADDRESS:	RESOURCE MANAGEMENT 550 MAIN STREET P.O. BOX 1159 CINCINNATI, OH 45201-1159		

ACCEPTED REIMBURSABLE ORDER _____ DATE _____ TITLE _____

SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING
INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBGUTION OF
CONTRACTS AND RELATED DOCUMENTS. GRAND TOTAL \$25,000.00

TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)	MAIL INVLCES TO (Payment will be made by) USAED, GREAT LAKES & OHIO RIVER P.O. BOX 1159 CINCINNATI, OH 45201-1159
---	--

FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH ABOVE, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.	/S/ TERRIE G. ROSARIO BUDGET ANALYST 2-JUL-2000
--	--

AUTHORIZING OFFICER HUGJ J EVANS BUDGET OFFICER	SIGNATURE /S/ HUGH J EVANS	DATE 2-JUL-2000
---	-------------------------------	--------------------

DD FORM 448

NOTE: ADMINISTRATIVE COSTS INCLUDES LABOR, THE EFFECTIVE RATE, PLUS G&A AND DOH COSTS.
ENSURE THAT A STATEMENT IS INCLUDED ON GO WHEN RENTAL CAR IS AUTHORIZED.

APPENDIX N

October 30, 2000

DIRECT CHARGE MATRIX

The matrix below provides guidance for charges of Corps employees performing duties in support of a **FEMA mission** issued under the Stafford Act. (*This does not include back filling deployed or reassigned personnel*):

<u>REGULAR CHARGE</u>	<u>LOCATION</u>	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>TDY</u>
General Expense - HQ USACE (96X3124) (Includes Civil Funded Military)	Home Organization (A) UOC* Permanent & Temporary Assigned Personnel (Example: Headquarters RM (Resource Management) employee working in the UOC full-time as supplemental staffing.)	96X3124	96X3125, CCS 210	N/A
	(B) Other (Example: HQ RM employee working from desk in RM performing incidental support.)	96X3124	96X3125, CCS 210	N/A
	(C) TDY to Supported Division/District EOC (Example: HQ HR employee is deployed to South Atlantic Division EOC as supplemental staffing.)	96X3124	96X3125, CCS 210	96X3125, CCS 210
	(D) TDY to ROC, ERT-A, DFO, ERRO, or Disaster Site (Note: Straight time for supervision and oversight visits will be charged to 96X3124 and are not chargeable to FEMA.) (Example: HQ RM employee on TDY to ERRO.)	96X3124	FEMA Mission	FEMA Mission

*UOC – U.S. Army Corps of Engineers Headquarters Emergency Operations Center

<u>REGULAR CHARGE</u>	<u>LOCATION</u>	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>TDY</u>
General Expense – Divisions (96X3124) (Includes Civil Funded Military)	Home Organization (E) EOC Permanent & Temporarily Assigned Personnel (Example: RM employee working in the EOC full-time as supplemental staffing.)	96X3124	96X3125, CCS 210	N/A
	(F) Other (Example: HQ RM employee working from desk in RM performing incidental support.)	96X3124	96X3125, CCS 210	N/A
	(G) TDY to Supported Division/District EOC (Example: Great Lakes and Ohio River Division HR employee deployed to South Atlantic Division EOC)	96X3124	96X3125, CCS 210	96X3125, CCS 210
	(H) TDY to ROC, ERT-A, DFO, ERRO, or Disaster (If charge is to FEMA Mission, supervision and oversight is not included.) (Example: North Atlantic Division Information Management (IM) employee deployed to ERRO in San Juan, Puerto Rico.)	96X3124	FEMA Mission	FEMA Mission
General Expense Labs (96X3124) (Includes Civil Funded Military)	(I) TDY to Supported Division/District EOC (Example: HR employee is deployed to Jacksonville District EOC.)	96X3124	96X3125, CCS 210	96X3125, CCS 210
	(J) TDY to ROC, ERT-A, DFO, ERRO, or Disaster (Example: IM employee is deployed to ERRO in San Juan, Puerto Rico.)	96X3124	FEMA Mission	FEMA Mission

<u>REGULAR CHARGE</u>	<u>LOCATION</u>	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>TDY</u>
Operations & Maintenance, Army (21*2020)	(K) Home Organization HQ's USACE (Example: Real Estate Specialist assisting with an Emergency Event)	21*2020	96X3125, CCS 210	N/A
	(K1) Home Organization Division/District OMA Funded Personnel	21*2020	96X3125, CCS 210	N/A
	(L) TDY to Supported Division/District EOC (Example: HR employee is deployed to Jacksonville District EOC.)	21*2020	96X3125, CCS 210	96X3125, CCS 210
	(M) TDY to ROC, ERT-A, DFO, ERRO, or Disaster Site (Example: Real Estate Specialist is deployed to ERRO in San Juan, Puerto Rico.)	21*2020	FEMA Mission	FEMA Mission

<u>REGULAR CHARGE</u>	<u>LOCATION</u>	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>TDY</u>
General & Administrative (96X4902) -Revolving Fund-	(N) Home District Office (Example: District Budget Officer loads funds from RM.) Note: Straight-time for employees assigned to and performing G&A functions of Counsel Equal Employment Opportunity, Safety and Occupational Health, and Contracting will be in accordance with ER 37-2-10, Chapter 24, paragraph 24-2d, 2g, 2h, and 2l and will exclude the cost of supervising and directing the contracting activities.	96X4902	FEMA Mission	N/A
	(O) Home District Areas of Responsibility (Example: Non-PRT Jacksonville District Logistics Management employee TDY to disaster site in San Juan, Puerto Rico. Includes any G&A field office employee.) NOTE: Straight-time for PRT members may be charged to a FEMA mission only under the following exceptions reflected below as (O1) and (O2):	96X4902	FEMA Mission	FEMA Mission
	(O1) <u>EXCEPTION 1</u> NOTE: PRT member is deployed with TDY orders in accordance with applicable PRT rotation policy to perform PRT duties under a FEMA mission. (Example: Jacksonville District Logistics Management employee is deployed to San Juan, Puerto Rico, as a member of the Emergency Power PRT.)	FEMA Mission	FEMA Mission	FEMA Mission
	(O2) <u>EXCEPTION 2</u> NOTE: PRT member is assigned full-time in accordance with applicable PRT rotation policy to perform PRT duties under a FEMA mission to a disaster/emergency response site within the same geographical location as the PRT member's home office of assignment. (Example: Deputy Chief of Staff for Resource Management assigns Wilmington District Resource Management PRT member to ERRO which is co-located with the Wilmington District home office.)	FEMA Mission	FEMA Mission	N/A

<u>REGULAR CHARGE</u>	<u>LOCATION</u>	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>TDY</u>
General & Administrative (96X4902) (Cont'd)	(P) Home District – EOC (Example: Resource Management secretary is assigned full-time to the EOC.)	96X4902	96X3125, CCS 210	N/A
	(Q) TDY from Supporting District to Supported District EOC (Example: Los Angeles District Logistics Management employee is deployed to Jacksonville District EOC.)	96X3125, CCS 210	96X3125, CCS 210	96X3125, CCS 210
	(R) TDY to ROC, ERT-A, DFO, ERRO, or Disaster Site (Example: Los Angeles District Logistics Management employee is deployed to ERRO in San Juan, Puerto Rico.)	FEMA Mission	FEMA Mission	FEMA Mission
	(Note: Straight-time charges for Supported District employees TDY to ERRO/Disaster Site located within the District's area of responsibility will be in accordance with (O) and (O1) above.)			
Project/Reimbursable Funded Employees	(S) HQ USACE, Supported Division/ District EOC (Example: San Francisco District Project Manager is deployed to Wilmington District EOC.)	96X3125, CCS 210	96X3125, CCS 210	96X3125, CCS 210
	(T) TDY to ROC, ERT-A, DFO, ERRO, or Disaster Site (Example: Savannah District Engineer is deployed to disaster site.)	FEMA Mission	FEMA Mission	FEMA Mission

<u>REGULAR CHARGE</u>	<u>LOCATION</u>	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>TDY</u>
Military-Funded Military Member				
	(U) Supported Division/ District EOC <i>(Example: Mobile District-PM Captain is pulled off of Redstone Arsenal project and is assigned to the EOC..)</i>	Defense Approp Act	N/A	96X3125, CCS 210
	(V) TDY ROC, ERT-A, DFO, ERRO, or Disaster Site <i>(Example: Mobile District-EN Captain is pulled off of Redstone Arsenal project and is deployed to ERRO in Virgin Islands, Puerto Rico.)</i>	Defense Approp Act	N/A	FEMA Mission
Civil-Funded Military Member				
	(W) Supported Division/ District EOC <i>(Example: Jacksonville District Project Manager is pulled off of Central & Southern Florida Ecosystem Restoration Project and is assigned to South Atlantic Division EOC.)</i>	96X3125, CCS 210	N/A	96X3125, CCS 210
	(X) TDY to ROC, ERT-A, DFO, ERRO, or Disaster Site <i>(Example: Jacksonville District Project Manager is pulled off of Central & Southern Florida Ecosystem Restoration Project and is assigned to ERRO.)</i>	FEMA Mission	N/A	FEMA Mission

(Includes Civil-Funded Military Members assigned to G&A organizations, i.e., Acting Deputy Resource Management Officer (Major).)

REGULAR CHARGE	<u>LOCATION</u>	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>	<u>TDY</u>
Reservists on Active Duty	(Y) TDY to HQ USACE Supported Division/District EOC (Example: <i>Individual Mobilization Augmentee activated and deployed to Jacksonville District EOC.</i>)	96X3125, CCS 210	N/A	96X3125, CCS 210
	(Z) TDY to ROC, ERT-A, DFO, ERRO, Disaster Site (Example: <i>Individual Mobilization Augmentee activated and deployed to Disaster Site.</i>)	FEMA Mission funds	N/A	FEMA Mission

APPENDIX 0

MISSION ASSIGNMENT REIMBURSEMENT TRANSMITTAL FORM

SECTION I

AGENCY: _____	
ADDRESS: _____	

FISCAL POINT OF CONTACT: _____	
PHONE: _____	FAX: _____
Mission Assignment #: _____	Disaster #: _____
Type of Billing: SF #1080 _____ OA Form #4445R _____ OPAC _____ Other _____	
Agency Bill # _____	Bill Amount _____

CERTIFICATION	
1.	The expenditures claimed have been reviewed, and are relevant to the mission assigned and costs are reasonable and supported by records maintained by this agency.
2.	This is a Partial Bill () or a Resubmittal (). This is Final Bill (); no further obligations are pending.
AGENCY CERTIFYING OFFICIAL (Finance): _____	
SIGNATURE	DATE
AGENCY CERTIFYING OFFICIAL (Program): _____	
SIGNATURE	DATE

SECTI LOG # _____ AMOUNT TO PAY \$ _____

FEMA USE ONLY

ROUTING	SIGNATURE AND DATE
FINANCIAL REVIEW	
EXCEPTION: Returned to Agency	
PROJECT OFFICER REVIEW	
MAC REVIEW	
FAO REVIEW	
FORWARD FOR REIMBURSEMENT/PAYMENT	

Procedures: Section I to be completed by Federal agency preparing billing. Attach this form to billing package.

Section II to be completed by FEMA. Enter transmittal onto Mission Assignment Reimbursement Log for the appropriate state/disaster number. Transmit package.

APPENDIX P

FEMA BILLING CHECKLIST

DECLARATION NUMBER _____

MISSION ASSIGNMENT NUMBER _____

1. Are the address, source, and financing appropriation on the bill correct?
2. Is there verification by an emergency management official that all costs are properly documented, reasonable and presented in requested format?
3. Does the bill cite the FEMA assigned disaster number and mission assignment number under which the work was performed?
4. Does the bill show the amount previously billed, currently billed, and cumulatively billed?
5. Did personnel services include total labor dollars and hours?
6. If accountable property value is \$5,000 or more, is there a bill of lading with serial and model numbers attached? (not mandatory per FEMA. Only on a request basis)
7. On final billing, did LM provide list of accountable property? If yes, is disposition form attached to final bill?
8. Is documentation from other supporting MSC/Districts attached to supported MSC/District's bill?

Completed by: _____ Date: _____

APPENDIX Q

**SAMPLE GOVERNMENT ORDER CLOSEOUT MEMORANDUM BETWEEN USACE
ACTIVITIES**

CEXXX-RM-F

(DATE)

MEMORANDUM FOR: Commander, (SUPPORT SITE)

SUBJECT: Close-Out of _____ (FEMA DISASTER/MISSION)

1. The _____ District is aggressively pursuing the financial closeout of FEMA mission assignments related to the Corps of Engineers _____ recovery efforts. This mission has been physically completed as of _____ (DATE MISSION WAS COMPLETED). In order to financially close out this mission, we must ensure that all financial documents have been reviewed and closed.

2. Our records show excess funds in the following Government Order for your site:

GOV ORDER	AUTHORIZED	AMOUNT BILLED	AMOUNT BALANCE
-----------	------------	------------------	-------------------

3. The government order listed above is related to FEMA mission _____ (STATE MISSION). I request your assistance in forwarding to us any final billings from your site on this government order. Upon receipt of the final billing, we will initiate an amendment to the Government Order to revoke the remaining balance. In order to finalize our records, if a final bill is not received within 45 days of this memo, an amendment to decrease the remaining balance on the above Government Order will be automatically issued. Any bills submitted after the Government Order has been decreased will be returned to your site unpaid.

4. Your site's support for _____ (MISSION) is greatly valued. Your continued support in helping to financially closeout these missions will be appreciated.

5. Your point of contact is _____ (NAME/TELEPHONE NUMBER).

APPENDIX R

SAMPLE FINANCIAL CLOSEOUT MEMORANDUM

FEMA XXX-XX-XX DISASTER
FINANCIAL CLOSEOUT
MISSION XX - (MISSION TITLE)

The closeout letter for physical completion was sent to FEMA on _____(DATE) and concurred by FEMA on _____(DATE). A financial completion document will be sent to FEMA upon completion of the following certifications.

I certify that all work is complete for this mission assignment.

Chief, Construction Division

Date

I certify that I have received a final pay notification for each contract awarded for this mission assignment.

Chief, Contracting Division

Date

I certify that all commitments, obligations, expenditures, and collections are completed for this mission assignment.

Chief, Resource Management Office

Date

I certify that all FEMA financial requirements have been met for this mission assignment.

Chief, Emergency Management

Date

NOTE:

1. If you do not concur with your certifying statement, indicate your reasons and return this document to Emergency Management.
2. Where Construction Division is not involved, only Contracting Division, Emergency Management and Resource Management signatures are required.

APPENDIX S

FINANCIAL CLOSEOUT CHECKLIST

1. Have all costs been recorded and liquidated?
2. Have all airline tickets been finalized?
3. Have all deobligations been performed?
4. Have all PR&C's been reduced to zeroed (decommitted)?
5. Have all MIPRS been finalized?
6. Has LM provided a copy of the property transfer document transferring all accountable property to FEMA?
7. Have all listings of property over \$5,000 and all pilferable items been provided to FEMA?
8. Have all outstanding contract claims been settled? If not, is the liability recognized in the accounting records?
9. Have all costs been billed to FEMA?
10. Were expenditures reviewed to be certain they were relevant to the mission assigned and that claimed costs are reasonable and supported?

Completed by:_____ Date:_____

APPENDIX T

SOP - PROCESSING CUSTOMER ORDER REFUNDS

**DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
FINANCE CENTER
5722 INTEGRITY DRIVE
MILLINGTON, TENNESSEE 38054-5005**

CEFC-AO
SOP Number UFC-16

21 April 2000

STANDING OPERATING PROCEDURE PROCESSING CUSTOMER ORDER REFUNDS

1. PURPOSE: This Standing Operating Procedure (SOP) defines the USACE Finance Center (UFC) procedure for processing customer order refunds (credit billings).

2. APPLICABILITY: The provisions of this SOP apply to both the UFC and activities supported by the UFC. Accountants and accounting technicians at the UFC, billed activities, and supported activities must interact in order to process unbilled credits on customer orders in an efficient, timely manner.

3. REFERENCE: CEFC-AO SOP Number UFC-02, Accounts Receivable/Payment of Government Orders, dated 19 November 1999.

4. DEFINITIONS:

a. Customer Order Refund - a credit billing generated in CEFMS against a customer order that has been marked financially complete by the District thereby producing a check at the next month's billing cycle.

b. SF 1080 or DA Form 4445-R, Voucher for Transfer Between Appropriations or Funds - forms used as billing instruments for debt within government.

c. Supported Activities - those Corps of Engineers Division, Districts, Laboratories, or Field Operating Activities whose finance and accounting functions are performed by the UFC.

d. Ordering Activity - used herein to refer to the entity that placed a request for goods or services from a performing activity.

e. Performing Activity - used herein to refer to the entity that received a request for goods or services from an ordering activity.

5. RESPONSIBILITIES:

a. USACE Finance Center. The Director, USACE Finance Center, through the Deputy Director of Accounting Operations, is responsible for:

- (1) Generating all customer order bills, including customer order refunds or credit bills.
- (2) Collecting customer order refund checks to the appropriate supported activity or providing resulting checks to issuing activity for forwarding to overbilled entity.

b. Supported Activity. Commanders of supported activities are responsible for:

- (1) Ensuring accuracy in recording costs to customer orders to minimize the number and amount of customer order refunds.
- (2) Ensuring that all customer orders requiring refund are financially complete and are marked accordingly in CEFMS.
- (3) Reviewing and identifying customer order refunds.
- (4) Performing a comprehensive joint unliquidated obligation (ULO) review that includes any unpaid bills with the ordering activity prior to initiating a customer order refund.
- (5) Coordinating with and/or advising the ordering activity that a refund is forthcoming.
- (6) Notifying the UFC, Accounts Receivable/Debt Management Branch, in writing (preferably via email) if an upcoming customer order credit bill requires special instruction for disposition of the resulting check.
- (7) Eliminating requests to the UFC for credit bills when additional work is anticipated on which the prior month's credit can be offset or for which a customer order has not been marked financially complete in CEFMS.
- (8) Printing/reviewing appropriation refund bills for their FOA (ERO) code regularly and making necessary decisions regarding the disposition of the refund.
- (9) Receiving and forwarding customer order refund checks to non-UFC supported activities and providing guidance concerning the refund.

CEFC-AO
SOP Number UFC-16

21 April 2000

6. PROCEDURES:

a. USACE Finance Center shall process credit bills for customer orders that contain a financially complete indicator on the first workday of each month in conjunction with the standard monthly billing process.

(1) Disposition will be in accordance with written instructions provided by the performing supported activity. The written request will contain the FOA (EROCC) code, customer order number, amount, and instructions for disposition of the resulting check.

(2) If no written instructions are provided and the resulting check is payable to a non-UFC supported activity and there are no unpaid bills on the customer order, the check will be mailed to the performing supported activity for forwarding to the recipient with supporting documentation.

(3) If no written request has been received from the performing activity and the resulting check is payable to a UFC supported activity, the Accounts Receivable/Debt Management Branch will make the decision for disposition. The decision will be limited to:

(a) applying to unpaid bills associated with the order, or

(b) refunding to the ordering activity as an appropriation refund.

b. Supported Activities shall:

(1) Ensure that all customer order refunds are financially complete at their time of issuance and take necessary measures to mark as such in CEFMS.

(2) Provide a statement that a comprehensive joint unliquidated obligation review on the order has been performed with the ordering agency and that no additional costs are anticipated on the customer order.

(3) Provide a statement that the ordering entity has been informed that the customer order refund is pending and that the refund will be applied to existing unliquidated bills or refunded to the ordering entity in the event that all bills are liquidated at that time.

(4) Develop local procedures to print and disseminate appropriation refund bills to project managers so that the refunds can be re-obligated as needed.

CEFC-AO
SOP Number UFC-16

21 April 2000

(5) Review credit unbilled work in progress and refer all discrepancies, comments or questions to the Chief, Accounts Receivable/Debt Management Branch (CEFC-AO-R).

FOR THE DIRECTOR:

JAMES R. GREENE
Deputy Director, Resource Management
USACE Finance Center

APPENDIX U

SAMPLE LETTER FOR RETURN OF FUNDS TO FEMA

July 6, 1998

Construction-Operations Division

Federal Emergency Management Agency (FEMA)
Region IX
P.O. Box 29998
San Francisco, CA 94129
ATTN: Teri Mayor

1. The US Army Corps of Engineers, San Francisco District, is actively pursuing financial closeout of the FEMA-DR-1155-CA ESF-3 (California Floods of January 1997), mission assignment COE-SPD-01, amendments A through C. We received \$395,000 for Emergency Support Function 3. Our final billed costs of \$295,995.05 has been billed and reimbursed by FEMA.
2. We have conducted a review of funds and have determined no further cost will be incurred. We hereby request the remaining balance of \$99,004.95 be withdrawn.
3. Please direct your question to the undersigned at 000-000-0000.

Enclosure

(Signature Block)

APPENDIX V

SAMPLE OF ACTUAL EXPENSE ALLOWANCE AUTHORIZATION



CESAD-LM

1 April 1999

MEMORANDUM FOR

COMMANDER, CHARLESTON DISTRICT, ATTN: CESAC-LM
COMMANDER, JACKSONVILLE DISTRICT, ATTN: CESAJ-LM
COMMANDER, MOBILE DISTRICT, ATTN: CESAM-LM
COMMANDER, SAVANNAH DISTRICT, ATTN: CESAS-LM
COMMANDER, WILMINGTON DISTRICT, ATTN: CESAW-LM

SUBJECT: Approval of Actual Expense Allowance (AEA)

1. Reference:

- a. CELD-T (55) MEMORANDUM, 26 Mar97, subject: Approval Actual Expense Allowance (AEA).
- b. CELD-T (55) MEMORANDUM, 9 Sep97, subject: Increase in AEA Not to Exceed 300 Percent.

2. Reference a, delegates authority to each Staff Director or his appointed funds control person to approve AEA as the Travel Order Approving Official (DD Form 1610, block 18).

3. Reference b, allows daily maximums in the amount not to exceed 300 percent of the prescribed per diem rate for a TDY location. However, 300% AEA maybe authorized if required to meet the expenses associated with a mission or emergency. This option is for use when AEA exceed the 150 percent level and the traveler still needs additional AEA. This request memo must be signed by a SES or General Officer no exceptions and can not be redelegated.

4. Both references require the "Conditions Warranting Approval of Actual Expense" to be met before approving official can approve either AEA. This AEA justification is the responsibility of the traveler. The attached Traveler's Guide is provided for conscious and objective decision making in computed AEA. After the AEA dollar value has been computing, Carlson Wagonlit may verbally confirm that there is no other hotel in the reasonable proximity able to meet the authorized government rate without renting a car. If there are none available, AEA may be approved by the Approving Official DD Form 1610, block 18) and the maximum AEA amount authorized must be entered in the "REMARKS"(Line 16) of the orders for the approving official's review and approval.

6. Please direct any questions to the undersigned at CESAD-LM, 404-562-5244.

/S/
RONALD L. HILL
Transportation Officer

APPENDIX W



REPLY TO ATTENTION OF:
CECW-OE

FLSA Letter, CECW-OE, Overtime Rate for Employees Performing work for FEMA, 22 February 1999

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engine
WASHINGTON, D.C. 20314-1000

MEMORANDUM FOR Commanders, Major Subordinate Commands

Subject: Overtime Rate for Employees Performing Work for the Federal Emergency Management Agency

1. References:

a. 5 ,Code of Federal Regulations (CFR) 551.208.

b. Federal Emergency Management Agency (FEMA) memorandum dated 2 September 1997, subject: Reimbursement to Federal Departments and Agencies for Mission Assignment Labor Costs (copy enclosed).


2. During the past nine years, the U.S. Army Corps of Engineers has re-classified employees exempt status to a non-exempt status when performing work under the emergency provisions of the Fair Labor Standards Act (FLSA), reference La, when applicable. One of the results of this action has been payment of FLSA overtime rates at 1 1/2 times base pay, to personnel not normally entitled to such compensation. The Corps is now the only Federal agency that interprets the emergency provisions of 5 CFR 551.208 in this way. All other Federal agencies, to include FEMA, are more stringent in defining emergency work.

3. This disparity in compensation has been the source of strained relations between the Corps and other Federal agencies. Additionally, FEMA has informed us that they will no longer reimburse us at a rate higher than GS 10 step 1 (approximately \$26.65 per hour), except in those extremely rare cases where FEMA determines such action to be prudent. Therefore, effective immediately, the Corps is altering the way it interprets the emergency provisions of the FLSA. The enclosed sheet provides specific information in this regard. It should be made available to your emergency manager, resource manager and human resource personnel.

4. This action reflects a significant change in the way we have reimbursed some of our personnel performing response and recovery work. Therefore, please assure that all personnel who are likely to perform such work in the future clearly understand the ramifications of this change.

5. Commanders are reminded that prior to implementation of a change to working conditions of bargaining unit employees, local unions must be offered the opportunity to conduct impact and implementation bargaining in accordance with the provisions of the local collective bargaining agreement.

2 Encls


JOE N. BALLARD
Lieutenant General, USA
Commanding

31 May 01

U.S. Army Corps of Engineers

Policy and Procedures for Determining Non-Exempt Status under the
Emergency Provisions of the Fair Labor Standards Act (5 CFR 551.208)

1. During the past nine years, the U.S. Army Corps of Engineers has been one of only two agencies performing Mission Assignment work for FEMA under the Federal Response Plan who have utilized an "emergency" provision of reference 1.a. to re-classify employees exempt from the provisions of the Fair Labor Standards Act (FLSA) (typically those at the GS-11 and above level) to non-exempt status as a result of the lower graded work being performed by that individual in their temporary emergency position. The duties of these positions are related to a Presidentially Declared Disaster under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended [42 United States Code (USC) 5121, *et seq.*]. These re-classification actions permitted Corps employees to be paid at the overtime rate of 1 1/2 times of their regular hourly rate of pay (i.e. a GS-12 step 5 making approximately \$26.50 per hour receives \$39.75 per hour). Employees who are exempt from the FLSA would be paid at 1 1/2 times the hourly rate of basic pay at the minimum rate for GS 10 (approximately \$26.65 for the locality pay area of Washington-Baltimore, DC-MD-VA-WV).
2. This situation, where Corps employees are in many cases working side by side with those of Other Federal Agencies (OFAs) but receiving significantly more in the way of overtime pay has strained the working relationship between ourselves and FEMA and other Federal agencies.
3. FEMA has issued a memorandum (copy enclosed) (which although dated 2 September 1997, we have just recently obtained) stating that they will not reimburse Federal departments and agencies performing mission assignments under the Stafford Act for labor costs for overtime which exceed the rate of pay for their position of record. In essence, FEMA will no longer reimburse Federal departments and agencies for overtime compensation computed under the emergency provision of 5 C.F.R. 551.208(d) which allows an employee to be reclassified as nonexempt from the overtime provisions of the FLSA (except in those extremely rare cases where FEMA determines such action to be prudent).
4. Since FEMA has the authority to declare an "emergency" under the Stafford Act, applicable to the FLSA provisions, we will coordinate any such declaration at the Headquarters level of both agencies. In cases where FEMA does declare an emergency, the exempt/nonexempt status under the FLSA for each responding employee will be decided locally. In those rare instances where the "emergency" provision is invoked, we will so advise you. If you are not so advised, no such determination has been made. All requests for volunteers must specify whether or not the circumstances for which they will be engaged meet the emergency definition.
5. If FEMA does not declare an "emergency" under the Stafford Act, and a division commander disagrees with that determination, they should prepare their recommendation and forward it through their Emergency Operations Center to the Headquarters Operations Center for review and decision by the Commander, USACE. If the Commander, USACE agrees with the division commander, they will then be in a position to make a determination regarding the exempt/nonexempt status under the FLSA.
6. The situations where an "emergency" exists will certainly not include work done involving recovery activities such as Quality Assurance (QA)/Quality Control (QC) oversight of contractor work or developing Damage Survey Reports (DSRs).

31 May 01



Federal Emergency Management Agency

Washington, D.C. 20472

MEMORANDUM FOR See Distribution List

SEP 2 1997

FROM: Lacy E. Suiter
Executive Associate Director
Response and Recovery Directorate

Gary D. Johnson
Chief

SUBJECT: Reimbursement to Federal Departments and Agencies for
Mission Assignment Labor Costs

This is to inform you that the Federal Emergency Management Agency (FEMA) will reimburse Federal departments and agencies performing mission assignments for their employees at no higher than the rate of pay for their position of record. FEMA will not reimburse at a rate based upon an interim classification of the temporary job the employee performs during disaster duty. This means that FEMA will reimburse for employees performing mission assignments at the status assigned their position of record with respect to exemption or non-exemption from the Fair Labor Standards Act (FLSA).

This policy applies to all mission assignments issued from this date forward. It does not apply to any mission assignments that have been issued, but have not been fully closed at the time of this correspondence. **This policy will be included in a larger list of "Mission Assignment Eligible Costs for Reimbursement" which is being drafted by the Mission Assignment Policy Work Group on Eligible Costs for the Emergency Support Function Leaders Group to review. .**

Any questions or concerns regarding FLSA may be directed to Ms. Dianne Bona at (202) 646-3962. Any questions regarding mission assignments may be directed to Mr. Bruce P. Baughman at (202) 646-3691.

Attachment

DISTRIBUTION

Emergency Support Function Leaders Group
Regional Directors, FEMA Regions I-X
Regional Response and Recovery Division Directors
Deputy Associate Directors,, Response and Recovery
Division Directors, Response and Recovery Directorate
Division Directors, Response and Recovery, FEMA Regions
Division Directors, Office of Financial Management .
Director, Office of Human Resources
General Counsel Inspector General

31 May 01

APPENDIX X

FLSA Letter, CECW-OE/CEHR-E, Overtime Rate for Employees Performing Work in Response to Emergencies, 5 Apr 1999

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

CECW-OE/CEHR-E

5 APR 1999

MEMORANDUM FOR Commanders, Major Subordinate Commands

SUBJECT: Overtime Rate for Employees Performing Work in Response to Emergencies

1. References:

a. CECW-OE memorandum dated 22 February 1999, subject: Overtime Rate for Employees Performing Work for the Federal Emergency Management Agency.

b. 5 Code of Federal Regulations (CFR) 551.208.

2. The policy determination outlined in the 22 Feb 99 memo dealt specifically with work the Corps does for the Federal Emergency Management Agency (FEMA). This policy also applies to work done for Other Federal Agencies (OFAS) who request support from the Corps in similar situations. It was made clear that there will be few instances in which Corps employees will work under conditions that meet the criteria for emergency situations under 5 CFR 551.208(d). Since the 22 Feb 99 memo was issued, we have been asked to clarify a number of issues. This memorandum will address these issues and provide additional guidance regarding employees performing temporary work for FEMA. We are particularly concerned with the payment of overtime under the provisions of the Fair Labor Standards Act (FLSA).

3. Corps employees providing assistance at FEMA's request are more likely to perform temporary work that meets the provisions of 5 CFR 551.208(a) - (c). This criteria is applicable when an employee must temporarily perform work or duties that are not consistent with the primary or grade-controlling duty of the employee's official position description. Exempt employees at GS-7 or above who perform the temporary work described above remain exempt for the entire period of temporary work or duties unless all three of the following conditions are met:

- a. The period of temporary work or duties exceeds 30 calendar days, and;
- b. the employee's primary duty for the period of temporary work or duties is not exempt work or duty as defined above; and

X-1

CECW-OE/CEHR-E

SUBJECT: Overtime Rate for Employees Performing Work in Response to Emergencies

c. the employee's position (including a position to which the employee is temporarily promoted) is properly classified in the General Schedule at GS-7 or above or properly classified in the Federal Wage System as a supervisor at situation 3 or 4 of Factor I of the Federal Wage System Job Grading Standard for Supervisors, or the equivalent level in other comparable wage systems. Criteria for non-exempt employees and exempt employees at GS-5 or GS-6 are also addressed in the CFR.

4. Requests for volunteers will clearly identify the duties to be performed and an assessment of whether or not the duties are exempt or nonexempt. Human Resources personnel are available to assist in making these assessments which will assist in insuring the right grades/categories of people are sent in response to the request. Commanders and on-site managers are responsible for assuring that work performed in conjunction with a disaster are consistent with the information provided in the temporary duty support request.

5. All managers are reminded that the Corps is responsible for any FLSA overtime incurred under either the emergency or the 30-day criteria, whether the work performed was under its own authority or in support of FEMA or OFAS. Since FF-MA and OFAs will not reimburse the Corps for overtime exceeding the status assigned to their position of record, the Corps will be liable for any nonexempt over-time performed by employees whose position of record is exempt. Since the Flood Control and Coastal Emergencies (FC&CE) Appropriation, 96X3125, is not available for this purpose, each commander will be responsible for assuring funds exist in either the General Expense or the District Overhead account to cover these expenses. While it is appropriate to fund over-time work dealing with flood fighting and related duties under FC&CE (Public Law 84-99), prudent management of our fiscal resources dictates that commanders should ensure the same process applies as indicated above.

6. Extensions for more than 30 days of an exempt employee performing nonexempt work for more than 25 percent of the time must be approved by the Commander, Deputy Commander, or Resource Management representative with fiscal responsibility. This will assure that funds are available for overtime in excess of that reimbursed by FEMA or OFAS. If you need nonexempt work performed in excess of these limits and there are not a sufficient number of nonexempt employees available to perform such duties, other options, such as contracting out nonexempt work should be considered.

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SUBJECT: Overtime Rate for Employees Performing Work in Response to Emergencies

7. Changes reflected in reference 1.a and this memorandum will be provided in the update to Engineer Regulation 11-1-320, Civil Works Emergency Management Programs.

FOR THE COMMANDER:

/S/
RUSSELL L. FUHRMAN
Major General, USA
Director of Civil Works

EP 37-1-6

31 May 01

APPENDIX Y

Sample Letter for Tour of Duty

CESAJ-CP (690-600)

MEMORANDUM FOR (NAME OF DEPLOYED PERSONNEL)

SUBJECT: Regularly Scheduled Administrative Workweek During Emergency Operations

1. Due to the current emergency _____(name of emergency), you have been tasked to provide emergency assistance to the _____(name of supported MSC/District). As a result, you are placed on the following work schedule for the duration of your assignment.

Sunday through Saturday - 0700-1930

2. Effective _____(current date), your basic 40 hour workweek is Monday through Friday from 0700 to 1530 with an unpaid one half hour for lunch. Your regularly scheduled administrative workweek is as shown above; it includes 4 hours of scheduled overtime each day, with 1.5 hours of this overtime paid with night differential pay each day. In accordance with 5 CFR section 550.121, night work is regularly **scheduled** work performed by an employee between the hours of 1800 and 0600. Hours in excess of the above tour of duty will be overtime with no additional night differential pay authorized. They will be entered in CEFMs as unscheduled overtime. Work conducted on Saturday and Sunday will be considered regular overtime with the same night differential rule applying. This tour of duty will remain in effect for the duration of your assignment or until otherwise directed by the Jacksonville District.

FOR THE COMMANDER:

Signature
Title

APPENDIX Z
EMERGENCY OPERATIONS TIME AND ATTENDANCE SHEET

NAME: <hr style="border: none; border-top: 1px solid black; margin: 5px 0;"/> <div style="text-align: center;">(Last, First, MI)</div>										PERMANENT ORGANIZATION (Including Office Symbol) <hr style="border: none; border-top: 1px solid black; margin: 5px 0;"/> EMERGENCY ASSIGNMENT SITE/MISSION:										DATES WORK: FROM: _____ TO: _____		
DATE DAY OF WEEK	IN	OUT	RG	OS/CE	OU/CE	SG	HG	HD/ND	LH	LA/LS	KA	KC	FEMA TASK NUMBER	LABOR CHARGE CODE								
SUN																						
MON																						
TUE																						
WED																						
THU																						
FRI																						
SAT																						
TOTALS																						
I certify that above time record is accurate:		Approved:			I certify that the labor charge codes are correct:								Posted to the Time & Attendance Report:									
(Employee's Signature)		(Emergency Supervisor's Signature)			(Home Station EOC)								(Home Station Timekeeper)									

NOTE: Prior to working overtime, an overtime request must be completed and approved by the field Supervisor.

****FOR OFFICIAL USE ONLY-PRIVACY ACT DATA ****
EMERGENCY OPERATIONS TIME AND ATTENDANCE SHEET

DEFINITIONS OF ITEMS FOUND ON EMERGENCY OPERATIONS TIME AND ATTENDANCE SHEET

**This is a spreadsheet. Sum across = total time at work. Sum down is total of each category.
Hours in regular admin day must total 8 (9 if on compressed work schedule).**

RG = Regular Pay; Usually 8 hours per day, five days per week; It's the "regular administrative day" between 0600-1800.

OS = Scheduled Overtime. Hours in excess of RG or LH and between 0600-1800 and scheduled as part of your tour of duty (typically 2.5 hours, 1530-1800).

OU = Unscheduled overtime. Hours in excess of RG or LH and not scheduled as part of your tour of duty (typically before 0700, or after 1930).

CE = Compensatory Time

SG = Sunday premium pay. Regularly scheduled basic workday (generally not authorized in FRAN).

HG = Holiday hours worked. (usually 8 hours; and 9 if on compressed work schedule).

HD = Hazardous duty pay.

ND = Regular pay with night differential, part of the regular administrative day and between 1800-0600 (usually applies only to 2nd or 3rd [night] shifts).

LH = Holiday leave (paid holiday – you are in non-work status – day off).

LA = Annual leave (generally not allowed, except FLSA exempt employees on R&R).

LS = Sick leave.

KA = Leave without pay

KC = Absent without leave (AWOL).

Lunch = At present required .5 hr/day.